

Trustees of the Manchester City Library  
Main Library – Hunt Room  
Minutes – May 18, 2009

Called to order the Monthly Meeting at 4pm.

**In Attendance:** Trustees Joanne Barrett, Patricia Cornell, Jeff Hickok, Monique Brown, Trustee Chair Karen Sheehan-Lord, and Alderman Peter Sullivan. Also, present Library Director Denise van Zanten, Union Steward and Library Clerk Deb Young and Accounting Technician Fran Ryan.

**Excused:** Jack Shea, Steve Solomon

**Minutes:** Motion made to approve the April 20<sup>th</sup> minutes by Trustee Cornell, seconded by Trustee Hickok, all in favor.

**Director's Report:**

Budget – The unions met with Alderman Gatsas and Alderman Mark Roy. The furloughs are not an option at this time. The budget Alderman Gatsas is discussing with unions is that there be no COLA's until 1/2010 a 3% increase, 7/2010 a 1.5% increase, 2011 a 2.5% increase and 2012 a 2.5% increase. Unions were also assured that non-affiliates would go along with his budget. Under Alderman Gatsas' said his budget meant there would be no layoffs and a 3% tax increase. There is a Union meeting this evening with the Mayor and the full board. Director van Zanten, Tom Noonan, Dee Santoso and Deb Young met at the library on Friday, May 15<sup>th</sup>. Director van Zanten cautioned that the BMA cannot say there will be no layoffs until the Trustees see our budget number to make sure we have been fully funded as requested. Denise and Deb also noted a few changes that they would like made to the current contract that has to do with vacation time.

Fran worked on the salary figures with the 3% COLAs being granted in January versus July and it amounts to about \$22,000. \$111,000 and some change would still be needed to keep everyone employed at the library. Director van Zanten will ask the Finance Committee to meet in the coming month once we have our new number.

Financial Procedures report was discussed by the Trustees. With changes a motion was made to approve the Manchester City Library's Financial policies and procedures by Trustee Barrett, seconded by Trustee Brown, all in favor. Report will be sent to Finance. Trustee Hickok asked how money was handled. He was advised by Director van Zanten that we have 2 cash registers now and Z-reports are run nightly. All money is counted by Fran and Mary. West Branch has had their cash register for 2 months.

Meeting Room Policy – there was an issue at West Branch concerning a sting operation and arrest. That should not have occurred while there were children in the next room for the movie. Apology was received from the State's Division of Insurance Fraud. All

meetings must be booked 7 days in advance unless discussed with the Director and an exception made by the Director. Denise and Mary are still working on improving our policy and will hopefully have something to be discussed with Trustees at the next meeting.

Building – Heat is on high on the Ground and first floors – A/C is running on the third floor. Ventilation part was broken and the air was not circulating. It is fixed now.

Front railing has had skateboarders using them. They have some dents and some screws to hold the railing to the posts were missing. This vandalism was reported to the Manchester Police Department.

Two broken windows at West have been fixed. And we've asked for more police patrols.

Copier Contract is up on June. 30<sup>th</sup>. Lichen Rancourt looking into new vendors to maintain what we have now. Search is not going well. May have to downsize the amount of copiers we have now. Lichen has called Conway, the company the City has and they have not called back yet. There is a company out of Pelham but it would take \$31,000 to buy new equipment. Trying to find a company that will assume our current contract to assume the responsibility of our current machines from Copico. We may need have to raise the copy prices to \$.25 a page from \$.15.

Trust Fund Budget – percentages were reviewed and motion was made by Trustee Brown to approve the percentages for 2010 Trust Fund Budget, seconded by Trustee Barrett, all in favor.

GMILCS will be upgrading Polaris to version 3.5 on June 10<sup>th</sup>. We will have some down time but will be able to use our offline software to check out materials.

VISTA – Lichen Rancourt has been working with Sarah Normand, City VISTA coordinator, to bring VISTA volunteer to our Library. We are happy to report that Tom Ackers will be joining us this coming July to assist us with staff technology training and to help us create a plan to train staff to train the patrons in a more formal manner. Trustee Barrett asked about a background check and Director van Zanten will look into this.

David Prescott – Books have been picked up and are in the lower stacks. Director van Zanten and staff had the idea to have an auction during Get Carded kick-off week at the Library. Dee Santoso, Karen Lord, Eileen Reddy and Denise will be contacting some appraisers to see if they are interested and work on the details over the summer.

Director van Zanten will be at the New Hampshire Library Conference at Attash, Tuesday and Wednesday. She will be doing 2 programs. 1) Advocating for Libraries and 2) Connections – Literacy for Immigrants. Claudia Mayer will also do a presentation on READS to go.

June expenditures will be discussed with the Finance Committee of the Trustees. Committee consists of Trustee Hickok and Trustee Brown.

### **Foundation Report**

Two new potential board members have been asked to the next meeting. Foundation will be meeting Thursday, May 21<sup>st</sup> at 5pm. Nothing to report at this time.

**Old Business** – Trustee Hickok would like to know how many computers a library of our size have and how do we compare? Director van Zanten will ask Lichen Rancourt to investigate this and report her findings at the next meeting.

**New Business:** Officers will be elected at the June 15<sup>th</sup> meeting. Chair, Treasurer and Secretary positions.

Trustee Hickok's term expires in October 2009. Will discuss at a later date.

Summer meetings will be discussed at the next meeting. Trustee Cornell has graciously agreed to be considered as the next Trustee Chair.

Monthly meeting will be held on Monday, June 15 at 4pm – Hunt Room .

Adjourned at 5:15pm